ICR Workspace Working Group Teleconference Meeting Minutes

Date, Time & Location:	June 9, 2004, 2:00pm – 3:30pm EDT
Attendees:	Kutbuddin Doctor - Burnham Simon Lin - Duke Patrick McConnell - Duke Tom Moloshok - Fox Chase Michael Ochs - Fox Chase Robert Clark - Georgetown Cathy Wu - Georgetown Naveen Vinukonda - Institute for Cancer Prevention Paul Spellman - Lawrence Berkley Labs Dong Xiang - Lineberger Steve Marron - Lineberger Harold Solbrig - Mayo Mathieu Wiepert - Mayo Ted Liefeld - MIT Greg Bloom - Moffitt Steven Eschrich - Moffitt Gary Bader - Sloan Leslie Derr - NCI Liming Yang - NCI Lynette Grouse - NCI Mervi Heiskanen – NCI David Kane – SRA/NCI Carl Schaefer - NCI Denise Warzel - NCI Judith Goldberg - NYU Vincent Yau - Oregon Health Edwin Quick - Oregon Health Margaret Borwhat - Patient Advocate Jack London - Thomas Jefferson Ajay Jain – UC San Francisco Alexander Schilling – U of Chicago Terry Braun - Holden David Fenstermacher - Penn Craig Street - Penn Satish Patel - Pittsburg Ye Wang - Virginia Tech Rakesh Nagarajan - Wash U Harold Riethman – Wistar Christine Richardson - BAH Michael Keller - BAH Claire Zhu – BAH Juli Klemm - BAH
Introduction	**<u>Roll-call, open meeting, review meeting goals</u>** - Overview of Common Data Element (CDE) development and use - Overview of caBIG CDE development governance model - Updates from workspace liaisons

Web Presentations

Overview of CDE Development and Use

Denise Warzel, NCI, gave a web (Centra) presentation on CDE development and use. The slides for this presentation can be downloaded from **http://ncicbforums.nci.nih.gov/forums/cabigforum/lfs/icrlfs**. Note that this file contains some slides that were not presented in the meeting but that may be of interest to the group.

It is highly recommended for those who are interested to take a look at the EVS webcast and other more detailed presentations on caDSR that can be found at **http://cabig.nci.nih.gov/caBIG/webcasts**.

- Questions and comments during Q&A:
  - Mervi Heiskanen noted that the MAGE model is in the process of being uploaded to the caDSR in the caBIG context.
  - How do we make sure that a model is not already present in caDSR when we go to create a new one?
    - One should first search/browse caDSR to see if there is a similar model already available for use before creating a new one.
    - After a model has been created and uploaded to caDSR, identical models can be identified using caDSR tools (post-upload analysis).
  - Can one modify/make change to an existing model?
    - This can be done through re-loading of a newer version of the model.
    - New needs and requirements are welcome and will be considered by developers to enhance caDSR functionality as it evolves.

Overview of caBIG CDE Development Governance Model

Christine Richardson gave a web (Centra) presentation of the caBIG CDE development governance model

- In the selected governance model, the end user or individual cancer center will be responsible for coming up with the definition/concept of a data model. A designated group/committee within each workspace, in conjunction with the liaison activity, will serve administrative role. Finally, the V&CDE Workspace will be responsible for review and harmonization.
  - Within ICR, it may make sense for CDEs to be administered at the level of the Special Interest Groups.
    - The V&CDE Workspace will work closely with each workspace. Any viewpoints or workspace needs will accommodated.

Updates from other Workspaces:

NOTE: Due to the length of the CDE presentations, there was not sufficient time for the Workspace Liaisons to verbally present their updates. The following written updates were provided after the meeting.

Architecture (Liaison: Patrick McConnell, Duke)

- Cross-cutting teleconference with Vocabularies and Common Data Elements Workspace
  a. Introduction
     i. Major goal is to define what it means to be caBIG compliant
  b. Meta data and domain models
     i. A standard vocabulary needs to permeate information models
     ii. A strategy is needed for concept history and to guard against semantic drift
     iii. A universal identifier system is needed, and it must be consistent with HL7
     iv. Definitions must always accompany data
     v. A standardized naming convention is needed for data classes
     vi. A higher modeling representation is needed to link data classes (such as UML)
     vii. A system for managing multiple definitions for the same term is needed
     viii. A mechanism is needed to define translation services from locally used terms to shared terms
  c. Enterprise systems for managing vocabulary and CDE sources
     i. It is too early to decide on such a system
     ii. Use cases will be gathered to help inform the decision
  d. Action items and next steps
- Next meetings
  - June 24th, 1:00-3:00 – presentation and demo of "The Grid Prototyping Project"
  - July 16th, 1:00-3:00 – discussion of "The Grid Prototyping Project"
  - July 27th-July 28th – face to face meeting at Ohio State University

Tissue Banks and Pathology Tools (Liaisons: Mark Watson, Rakesh Nagarajan, Wash U)

- Developers in the TBPT WS created a "System Specifications" questionnaire, designed to capture information about the features of current Tissue Bank informatics systems as well as "cultural questions" concerning the feasibility of sharing specimens and data among commercial and academic entities. This questionnaire has been posted on the forum: TBPT WS/20040428_use_case/FinalTBPTWSSurveyv3.doc.
- Questionnaire was distributed to all adopters. Adopters were asked to return questionnaires by posting them on the forum by 6/11.
- The Group teleconferenced on 6/1, primarily to discuss the questionnaire and answer questions regarding its completion.
- The TBPT WS will teleconference again on 6/15 to discuss the results of the survey and how to move forward with tool

development.

- This WS will have three initial goals: 1) Create a "Core System" for specimen tracking informatics for sites who have no current acceptable system. 2) Build modules for capturing pathology data (using the expertise of the SPIN group) that can "plug in" to the Core System. 3) Develop strategies (APIs / SDKs / data mapping) for sites with well established specimen data systems to connect to caBIG without replacing their legacy system. A major focus for the WU/Siteman group will be to develop tools that will interface ICR tools directly with this specimen tracking "Core System".

Clinical Trials Management (Liaison: David Fenstermacher, Penn)

The Clinical Trials Management workspace met on June 8, 2004. These are the significant discussions that tool place during the meeting:

- The Clinical Trials working group has agreed to adopt recommendations from the Strategic Working Group for the development of a document incorporating principles and frameworks for caBIG, development of CDE libraries, to create a “Gotcha Group” within the Strategic Working group, the development of “use cases” leading to functional specifications for caBIG, the development of object models for current applications across institutions and the adoption of rapid prototyping and production of early test code.
- Several Special Interest Groups have been established. Updates from these workgroups mainly focused on establishing conference call schedules and meetings. SIG leads were identified. Focus of SIGS will be to drill down and define functionality for each area. The SIGs are:
    - caBIG Compatibility SIG
    - Structured Protocol Representation SIG
    - CTMS/CDUS reporting SIG
    - Financial Billing SIG
    - Lab interfaces SIG
    - Adverse Event Reporting SIG
    - CDE Curation SIG
- A fair amount of discussion centered on the creation of another SIG for IRB related issues. Tissue Banks Working Group is also interested in IRB issues, and an IRB SIG should coordinate with them and the Data Sharing and Intellectual Capital Working Group.
- Small discussion about the caBIG Compatibility document – basically with regards to it being presented in the near future.
- Several members volunteered for cross-workspace interactions. Many members are working in other working groups and are now liaisons for the Clinical Trials Workspace. A list of primary and secondary liaisons is forthcoming.
- A face-to-face meeting has been planned for July 19-20 in

Pittsburgh. This meeting is contingent on contracts being finalized. The group agreed to reserve these dates in anticipation of contracts being in place by the meeting.

- Next regular meeting is scheduled for June 22, 12:00-1:00.

Training (Liaison: Edith Zang, Institute for Cancer Prevention)

After the ICR teleconference on May 12, there were two training working group meetings- May 19th and June 2nd.

- The caBIG team is working as 3 subcommittees: Developer Training, Adopter Training and the Communications subcommittee. Separate subcommittee teleconferences are being held for each of these groups.
- Developer Training Subcommittee is working closely with the "Best practices" subcommittee in the architecture group and Adopter Training is planning to work with the "Training subcommittee" in the Strategic planning group.
- Mission statements for all the three subcommittees have been confirmed.
- A Standard Operating Procedure is outlined and circulated within the Adopter-training group. The purpose of SOPs in adopter training was to develop consistency in the documentation that is being produced for training.
- White papers are being planned by/for the group to give a direction to the work of the team.
- Communications subcommittee will focus at first on presentations and a presentation toolkit. The group participates as an advisory role and to review broader ideas of communication within and outside the group. The conferences to the present caBIG are also being discussed.
- Face-to-face meeting was postponed to a later day because of contract delays.
- Partnering with potential commercial partners to understand their approach to training is also being discussed.
- caBIG needs assessment for all the cancer centers is being planned. The training sub-committee is preparing a few training-related questions to add into the survey.

Strategic Planning (Liaison: Michael Ochs, Fox Chase)

- Drafting caBIG Mission Statement - subcommittee headed by Drs. Beck and Robbins
- Reviewing teleconferencing and collaboration tools - overseen by Dr. Casavant (Drs. Casavant and Ochs trying Polycom as a prototype)

- Discussions of integration of CDE/Vocab and Architecture cross-cutting workspaces with other workspaces

Data Sharing and Intellectual Capital (Liaison: Tom Casavant, Terry Braun, Holden)

- The DSIC group is obtaining Intellectual Property Point of Contacts (IPPOCs) from the centers. This is in preparation for when the need arises for clarification on IP issues between caBIG, cancer centers, and the institutions.
- One of the primary responsibilities of DSIC is to explore the issues concerning data sharing and intellectual capital. To facilitate this responsibility, a questionnaire has been assembled that asks for information about existing collaborations pertaining to data generation and data sharing with corporate partners, and what provisions are allowed within the relationship.
- There has also been an ongoing discussion of a data access hierarchy (clearly more complex hierarchies may be envisioned). The essence of the hierarchy is:
  a. No sharing
  b. Sharing with collaborators
  c. Limited sharing with broader community
  d. Unrestricted sharing
- Issues raised included: what is to be done with this hierarchy, should it be shared with the architecture group.

Other Items discussed

- Next meeting will be on July 14, at 2:00PM EDT

Action Items:

Name Responsible	Action Item	Date Due	Notes
Juli Klemm	Distribute meeting minutes	6/18/04	
Juli Klemm	Post presentations to the caBIG forum	6/14/04	